



Office for Victims of Crime

Application

John W. Gillis, Director

OVC

FY 2003 Continuation of Training and Technical Assistance to Tribal Victim Assistance Grantees

Notice: The Office of Justice Programs (OJP) requires you to submit your application for funding through OJP's Grants Management System (GMS). Access through the Internet to this online application system will expedite and streamline the receipt, review, and processing of your request for funding. Final applications will be accepted only through our online applications system. To learn how to begin your online application process, please see Section XII, How to Apply, of this application kit. Call toll-free to receive technical assistance about the online process, 1-888-549-9901.

APPLICATION DEADLINE:
May 16, 2003

U.S. Department of Justice
Office of Justice Programs
810 Seventh Street, NW.
Washington, DC 20531

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For grant and funding information, contact:
Department of Justice Response Center
1-800-421-6770

Office of Justice Programs
World Wide Web Home Page
<http://www.ojp.usdoj.gov>

Office for Victims of Crime
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FY 2003 Continuation of Training and Technical Assistance to Tribal Victim Assistance Grantees

How To Apply

The Office of Justice Programs (OJP) now requires that funding applications be submitted through OJP's online Grants Management System (GMS). Access through the Internet to this online system will expedite and streamline the receipt, review, and processing of funding requests. Applications will only be accepted through GMS.

To learn how to begin the online application process, please see the Quick Start Guide to Using OJP's Online Grants Management System on page 2. A toll-free telephone number (1-888-549-9901) has been established to provide applicants with technical assistance as they work through the online application process.

Quick Start Guide to Using OJP's Online Grants Management System

Step 1. Using an established Internet account, go to www.ojp.usdoj.gov/fundopps.htm. An online Applicant Procedures handbook is available on this page, and applicants may link directly to OJP's Grants Management System (GMS), which will provide online help screens. **Note:** Applicants without an Internet account should call the GMS Hotline at 1-888-549-9901 for assistance.

Step 2. Click on "Logon to the Grants Management System (GMS)."

Step 3. Follow the onscreen instructions. First-time GMS users should click on "New User? Register Here." Applicants who already have a GMS password should click on "GMS Sign-In." Proceed to the "**FY 2003 Continuation of Training and Technical Assistance to Tribal Victim Assistance Grantees**" solicitation and begin working on it. Applicants will receive e-mail confirmation from OVC that they are eligible to submit an application within 7 days. Plan ahead. Applicants can register at any time and are encouraged to do so as soon as possible. Applicants must create a separate GMS account for each application submitted. **Please note:** Applicants must ensure that the information for the authorizing official and alternate contact is entered correctly. The authorizing official is the individual authorized to accept grant funds in your organization. If the individual applying online is not the signing authority, that individual must list the authorizing official's name and contact information where appropriate. **Questions or problems:** Applicants who have questions should refer to the online handbook or access applicable help screens. If the questions cannot be addressed by accessing the online GMS reference tools, call the GMS Hotline at 1-888-549-9901. Previous users should contact the GMS Hotline if they are having difficulty with their user ID and password.

Step 4. Complete the online Application for Federal Assistance (SF-424) by providing the required information in the Overview, Applicant Information, and Project Information screens.

Application

Step 5. Complete the application by electronically “accepting” the Assurances and Certifications and submitting the three required file attachments: Budget Detail Worksheet, Program Narrative, and Other Program Attachments. (See the Application Checklist and the Solicitation for detailed instructions about the information to include in each attachment). Please note that applicants must upload one file per attachment; only the most current file uploaded to the appropriate attachment will be saved as part of the application. All sections of each attachment must be completed for your application to be considered for funding.

Submit your completed application online. GMS will notify the applicant that the application has been received and sent to OVC and will provide an application identification number for future reference. Applicants who have any questions about GMS or need technical assistance with applying online should contact the GMS Hotline at 1-888-549-9901.

Application

Application Review Checklist

All applications must be submitted electronically through the Office of Justice Programs' Grants Management System (GMS), which can be accessed at www.ojp.usdoj.gov/fundopps.htm. Please use this checklist to make sure your application is complete. Your GMS application must include:

Online Forms

- ___ **Application for Federal Assistance (Standard Form 424).** This form is generated by completing the onscreen Overview, Applicant Information, and Project Information screens in GMS.
- ___ **Assurances and Certifications.** The assurances and certifications must be reviewed and accepted electronically by the authorizing official or the designated authorizing official.

Attachments (3)

- ___ **Budget Detail Worksheet (Attachment #1).** The Budget Detail Worksheet must present a detailed budget that itemizes all proposed costs and must include a budget narrative that provides justification for all proposed costs.
- ___ **Program Narrative (Attachment #2).** The Program Narrative must include the following sections:
 - ___ Problem Statement
 - ___ Program Strategy
 - ___ Goals and Objectives
- ___ **Other Program Attachments (Attachment #3).** The Other Program Attachments must include the following elements. **Note:** All of the materials below must be attached in one (1) file.
 - ___ 12-month project time line
 - ___ Resumes of key personnel and position descriptions (if any additions to first year application).

Please refer to corresponding sections in this announcement to determine the specific contents of each attachment.

Application Information

Eligibility Requirements

The following organization is eligible to apply for a continuation of this grant:

Unified Solutions Coaching & Consulting Group, Inc.

Number and Amount of Awards: One; \$350,000

Award Period: 12 months

Goal: The goal of OVC's Training and Technical Assistance to Tribal Victim Assistance (TVA) Grantees is to ensure the successful development and sustainability of victim assistance programs in American Indian and Alaska Native communities.

Purpose: The purpose of this grant program is to provide comprehensive, skills-building training and technical assistance to tribes, tribal organizations, and nonprofit organizations that have received funding under the "FY 2003 Tribal Victim Assistance (TVA) Discretionary Grant Program" and the "FY 2003 Continuation of VAIC Discretionary Grant Program - Third Year." **Note:** The name of this continuation grant has changed from "Training and Technical Assistance for Victim Assistance in Indian Country (VAIC) Grantees" to "Training and Technical Assistance to Tribal Victim Assistance (TVA) Grantees" to reflect that the majority of training and technical assistance will be provided to grantees receiving funds from the FY 2003 TVA Discretionary Grant Program.

Background/Problem Statement: The Training and Technical Assistance (T&TA) for TVA and VAIC grantees is designed to

assist victims by enhancing the capacity of remote victim service providers to serve victims and sustain the services developed. Tribal victim service providers need intensive training and technical assistance on a broad array of topics to help them develop, maintain, and sustain their programs. The geographic isolation of many tribal communities and the difficulty of reaching them are also factors that complicate the delivery of training and technical assistance. Current funding supports the second year of the three-year grant cycle for this grant. In FY 2003, OVC will fund new victim assistance service programs in Indian Country via its Tribal Victim Assistance (TVA) discretionary grant program. Unified Solutions Coaching & Consulting Group, Inc. will receive second-year funding to provide initial and ongoing training and technical assistance to these new grantees as well as to existing VAIC grantees. Training and technical assistance will be provided on a wide range of issues, including program development, service delivery, sustainability, and collaboration between tribal victim services and state Victims of Crime Act (VOCA) programs.

Program Strategy: A 12-month grant will be awarded for the implementation of Training and Technical Assistance to TVA and VAIC grantees. Additional funding will depend on the grantee's performance and availability of funding in FY 2004. The OVC grant manager should be consulted routinely, and will provide input and guidance to the grantee, on training topics, Advisory Board topics, manuals, post-awards conferences, selection of grantee's for site visits, VOCA-TVA Working Group involvement, and other substantive issues and deliverables.

Application

The objectives of this T&TA program are to:

- Assess the T&TA needs of TVA grantees.
- Develop and facilitate the use of research driven, culturally appropriate T&TA materials.
- Deliver T&TA to TVA and VAIC grantees which enhance their capacity to assess needs, initiate program planning, implement victim service programs, evaluate their performance, sustain their programs, and effectively report their progress and financial status through the required reports to OVC.
- Facilitate communication and information sharing between VAIC and TVA programs.
- Facilitate mentoring between VAIC and TVA program directors and train them to assist new grantees.
- Continue gathering input from the Advisory Board, as appropriate. Develop a plan for the Advisory Board's function during the second year and how new TVA grantees will be involved, if appropriate. Consult with OVC on membership changes.
- Assess the quality and utility of the T&TA services provided and inform OVC of emerging issues requiring T&TA.
- Assist OVC in monitoring the performance of TVA and VAIC programs and conduct site visits.

- Provide guidance and expertise to the VOCA-TVA Working Group, as appropriate and requested by OVC.

The grantee should demonstrate how T&TA services provided in the first year of the grant will be further developed and implemented in the second year of funding. A time line for meeting specific goals and objectives, including activities and deliverables, should be developed.

Deliverables:

- Conduct a needs assessment of TVA grantees.
- Conduct a post-awards conference for TVA grantees.
- Provide a minimum of 10 onsite visits to TVA and VAIC grantees with significant program planning or operational needs.
- Provide a minimum of 10 onsite monitoring visits for OVC.
- Provide written reports to OVC, within 30 days, after conducting onsite visits to provide T&TA and monitoring.
- Continue implementation of first-year deliverables, including, but not limited to, Web site for TVA and VAIC grantees, resource library, newsletters, leadership training, and assessment tools.
- Meet with Advisory Board, or gather input through phone and written surveys/conference calls.

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OVC realizes that requests for T&TA may exceed the availability of resources. Therefore, it is important that the grantee develop a plan that maximizes available resources without compromising the effectiveness of T&TA development and delivery.

Performance Measurement: To ensure compliance with the Government Performance and Results Act (GPRA), Public Law 103-62, this solicitation notifies applicants that they are required to collect and report data which measure the results of the programs implemented with this grant. To ensure accountability of this data, for which OJP is responsible, the following performance measures are provided, and should be reported in semi-annual Categorical Assistance Progress Reports:

- Number of TVA and VAIC staff trained.
- Number of T&TA requests serviced and monitoring site visits conducted.
- Progress on specific goals and objectives identified by the program.
- T&TA materials developed.

Evaluation: In addition to the Performance Measures identified in the preceding section, the applicant must develop an evaluation plan for assessing its performance and the impact of the training and technical assistance efforts with the tribal programs.

Selection Criteria

Applications will be rated by a review panel on the extent to which they meet the following criteria:

- Budget Detail Worksheet (20 points).
- Project Narrative, including Problem Statement, Program Strategy, and Goals and Objectives (60 points).
- Other Program Attachments, including project time line (20 points).

Application Requirements

Budget Detail Worksheet (Attachment #1)

A sample Budget Detail Worksheet can be found at www.ojp.usdoj.gov/forms.htm. You must enter the budgeted items and their costs. A Budget Narrative is required. Applicants must justify the cost of individual items such as personnel, travel, etc., and show how they were computed.

Program Narrative (Attachment #2)

The applicant must submit a Program Narrative of not more than three (3) single-spaced pages that addresses the following:

Problem Statement. The grantee should identify specific challenges faced by victim assistance programs in Alaska Native and American Indian communities. In particular, the grantee should discuss the T&TA needs of the expanded pool of federally recognized tribes eligible for TVA funding in FY 2003. The applicant should discuss the difficulties associated with delivering training and technical assistance to tribes and adapting suitable victim-related materials and resources to the cultural diversity of American Indian and Alaska Native tribes, and indicate how the proposed work will address these difficulties.

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Program Strategy. The program strategy should include sufficient detail to describe what will be accomplished, how it will be accomplished, and who will accomplish it in the second year of the grant. Projected activities should be realistic and reflect the project's allocated time, staff, and funding. Suggested activities and involvement in the VOCA-TVA Working Group should be included. Clearly define how the program will address the deliverables required.

Goals and Objectives. Be specific about your goals and objectives for the second year of the grant. There should be a logical progression from the goals identified in your first year.

***Other Program Attachments
(Attachment #3)***

- 12-month project time line of key activities, training, and product development.

- Resumes of key personnel and position descriptions (if any additions to 1st year application).

Application: All applications must be submitted electronically through the Office of Justice Programs' Grants Management System (GMS), which can be accessed at www.ojp.usdoj.gov/fundopps.htm. Applicants without an Internet account should call the GMS Hotline at 1-888-549-9901 for assistance.

Due Date

Application Due Date: May 16, 2003

Contact Information

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